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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: BUILDING SERVICES OPERATIONS MANAGER

DEFINITION

Under administrative direction, to plan, assign, supervise, and review the work of office and Building Services staff in coordination with the Fleet and Building Services Superintendent; to coordinate policies and procedures for the Building Services Section; to administer and monitor contracted services; to perform a variety of complex and difficult advanced professional, technical, administrative and analytical duties; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Building Services Operations Manager classification is distinguished from the Building Services Supervisor classification by the performance of administrative activities which include conducting complex and difficult studies including cost analysis, assisting in budget preparation and administration, and the supervision of the contract services such as janitorial, landscape and security services. An incumbent in this class is expected to conduct routine inspections of City facilities to ensure that the proper maintenance standards are met and monitor administrative procedures to ensure the standard operational procedures are being followed. The incumbent is also expected to perform multiple project management duties.

REPORTS TO: Fleet and Building Services Superintendent

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from Fleet and Building Services Superintendent. Exercises general supervision over subordinate office and Building Services staff as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development of goals, objectives, policies, and procedures.
- Plan, assign and supervise the work of office/Building Services staff, in coordination with the Fleet and Building Services Superintendent.
- Administer and monitor Building Services contracts such as security, landscape and janitorial, as assigned.
- Prepare project and job specifications; assist in the evaluating of bids for various Building Services projects.
- Supervise large and complex construction and alteration projects insuring conformance with plans and specifications, use of proper methods, materials, quality, and safety measures.
- Coordinate with Building Services Project staff; assist in establishing priorities and monitoring progress of construction/alteration projects and activities.
- Assist in and perform budget preparation, analysis, and administration; analyze and report on the budget status of various departmental activities.

- Perform a variety of complex and difficult administrative studies in support of the Building Services division or others as assigned.
- Develop operational control and reporting procedures and forms; pre-audit purchase requisitions for budget authorization and availability of funds.
- Perform research and statistical analyses on administrative, fiscal, personnel, and operational problems.
- Gather and analyze data and make recommendations on the selection of materials, services, procedures, staffing, and organizational changes.
- Coordinate building maintenance activities with other City departments, divisions, sections, and outside agencies.

QUALIFICATIONS

Knowledge of:

- Principles and practices of engineering, architecture, building maintenance and contract administration.
- Modern methods and techniques used in the design, construction, and alteration of building and facilities.
- Applicable laws and regulatory codes relevant to building design, construction, and alterations.
- Principles of organization, administration, and budgeting.
- Principles and practices of administration including program monitoring, personnel policy, project measurements and control administration.
- Principles of supervision.
- Personal computer operation and applications including word processing, database, and spread sheets.

Ability to:

- Plan, assign and inspect work of subordinates.
- Conduct analytical studies and prepare analytical reports of both policy and administrative matters.
- Prepare project and job specifications for formal bidding
- Maintain records and prepare project reports.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train and evaluate subordinates.

Education and Experience:

Any combinations of experience and education that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited college or university with major work in engineering, architecture, construction technology, public or business administration, or a closely related field. Up to two years of additional qualifying experience may be substituted for two years of required education on a year for year basis.

Experience: Five years of experience in building maintenance, para-professional engineering and architecture, or construction technology which includes professional administrative experience. Two years of the required experience shall be at the supervisor level.

MEDICAL CATEGORY

Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Building Services Operations Manager

TO: Building and Fleet Services Superintendent